

JERRY EVERSOLE, COMMISSIONER

June 9, 2009

AGENDA ITEM

Members of Commissioners' Court
Harris County Administration Building

RE: Summer Jobs Worksite Agreement

Dear Court Members:

Authorization is respectfully requested to enter into an agreement with Employment & Training Centers, Inc., a recipient of federal grants, who will provide summer jobs for youth at various Precinct 4 work sites. The program will begin on June 9 and end September 30, 2009 and will be administered at no cost to the county.

Your consideration and approval of this request will be appreciated.

| Vote of the Court: | Yes | No | Abstain |
|--------------------|-------------------------------------|--------------------------|--------------------------|
| Judge Emmett | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comm. Lee | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comm. Garcia | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comm. Radack | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comm. Eversole | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Sincerely,

Jerry Eversole
County Commissioner
Precinct 4

JE/DJ/cg

us. 09/11/09 09:00 AM

comm. P4 4. 09/11/09 09:00 AM

Radack

P. 4. 4. 4.

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Presented to Commissioner's Court

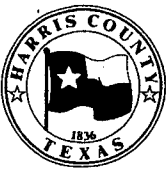
JUN 09 2009

APPROVE G/L

Recorded Vol _____ Page _____

HARRIS COUNTY
MANAGEMENT SERVICES

09 JUN - 2 PM 4:23



HARRIS COUNTY, TEXAS

Office of Budget Management

1310 Prairie, Suite 530

Houston, Texas 77002

(713) 755-3301

Grants Coordination Section - Conveyance Form

Application

Award

☐☒

| | | |
|--|--|---------------------------|
| Department Name / Number | DUNs | Grant Title |
| H/C COMMISSIONER PCT. 4 - 104 | 072206378 | Summer Jobs For Youth '09 |
| Funding Source: | Grant Agency: | |
| U.S. Department of Labor: CFDA# 17.258, .259, .260, .263 | Houston-Galveston Area Council | |
| Program Year: | Program Ending: | |
| 1 st | | |
| Grant Begin Date: | Grant End Date: | |
| 06/09/2009 | 09/30/2009 | |
| Grant Org. Key: | If applicable, Prior Year Org. Key: | |
| | N/A | |

Grant Description:

This grant is funded by the U.S. Department of Labor via the Texas Workforce Commission and the Houston-Galveston Area Council (H-GAC) and is part of the American Recovery and Reinvestment Act of 2009. The objective of the Workforce Investment Act Youth Activities program is to help low income youth, between the ages of 14 and 21, acquire the educational and occupational skills, training, and support needed to achieve academic and employment success and successfully transition to careers and productive adulthood.

| | Total Budget | Grant Funded | County Funded |
|---------------------------|---------------------|---------------------|----------------|
| Salary & Benefits | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Non - Labor | \$ 38,976.00 | \$ 38,976.00 | \$ 0.00 |
| Sub Tot. Incremental Cost | \$ 38,976.00 | \$ 38,976.00 | \$ 0.00 |
| Indirect Cost | \$ 0.00 | \$ 0.00 | \$ 0.00 * |
| TOTALS | \$ 38,976.00 | \$ 38,976.00 | \$ 0.00 |

* under development

Full Time Equivalent Positions

0.00

Date Grant Guidelines are Available

% of Positions Paid by Grant

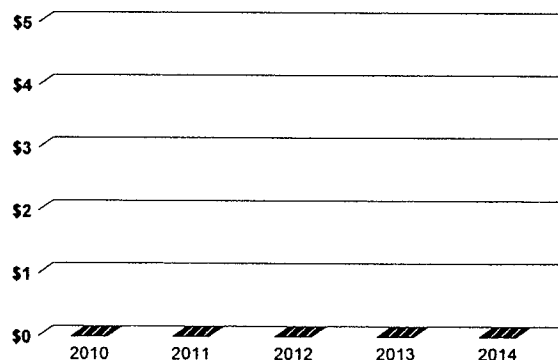
0.00%

Grant Submittal Deadline Date

GCS Discussion:

Commissioner Precinct Four, through a partnership with H-GAC and Employment & Training Center, Inc (ETC), will serve as a Worksite for the H-GAC Summer Jobs Program. Approximately 14 youth will be eligible for summer employment, and will perform various activities as determined appropriate by the Precinct, which will supervise the workers' performance and issue individual evaluation reports. ETC will serve as Employers of Record and will provide worker's compensation coverage for all workers. Because the youth will be paid via the grant, the benefit received by the County will be the non-cash value of the labor performed. The estimates on this form assume a full capacity of 14 youth, each employed for 32 hours a week for 12 weeks, at \$7.25 per hour.

County Funded Cost Projection



Required Match per Grant

Discretionary Cash Match

Completed by :

Cadow, Eric

Reviewed by :

Date :

Date :

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

On this, the _____ day of JUN 09 2009, 2009, the
Commissioners' Court of Harris County, Texas, sitting as the Governing body of Harris
County, at a regular meeting of the Court, upon motion of Commissioner
Larrea, seconded by Commissioner Lee, duly put
and unanimously carried;

IT IS ORDERED that County Judge Ed Emmett or his designee be
hereby authorized to approve, and on behalf of Harris County, Texas, permission to
accept, an agreement with Employment & Training Centers, Inc., which will provide
a worksite for youth participating in the Summer Jobs Program.

The agreement period is June 9, 2009 to September 30, 2009.

| Vote of the Court: | Yes | No | Abstain |
|---------------------------|-------------------------------------|--------------------------|--------------------------|
| Judge Emmett | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comm. Lee | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comm. Garcia | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comm. Radack | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comm. Eversole | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Presented to Commissioner's Court

JUN 09 2009

APPROVE _____

Recorded Vol _____ Page _____

Worksite: Harris County Commissioner, Precinct 4

Contact: Cheryl Guenther Tel #: (281) 893-3726

Address: 1731 Hugh Road, Houston, TX 77067 E-Mail cguenther@hcp4.net

This Agreement is entered by and between **Employment & Training Centers, Inc.**, hereinafter referred to as the "Contractor," and **Harris County Commissioner, Precinct 4**, hereinafter referred to as the "Worksite."

This Agreement establishes the terms and conditions for the Contractor and the Worksite as follows:

1. This Agreement is effective June 9, 2009 and will terminate no later than September 30, 2009. This Agreement may be terminated by either party, at anytime, upon written notice to the other party with ten business days notice. No alteration or variation of the terms of this Agreement shall be valid and/or binding unless made in writing and signed by both the parties hereto.
2. The Worksite understands that the purpose of this Agreement is to provide eligible young workers, ages 14-24, with a summer job. Worksite may offer employment to those young workers who meet the job qualifications in locations that have job openings.
3. Contractor is responsible for worker's compensation insurance coverage for young workers approved to work at Worksite, subject to the limitations contained herein. All minors must have parental or guardian consent on file with Contractor to authorize emergency medical treatment. Contractor is responsible for conducting criminal background checks and pre-employment drug screenings.
4. Contractor will provide Worksite with payroll and attendance reporting requirements for young workers, and Worksite agrees to follow Contractor's said requirements.
5. Work experience assignments shall be for a set number of hours per week, payable at the rate of no less than \$7.25 per hour.
6. Worksite further agrees to: (1) comply with Labor Laws and/or Child Labor Laws and federal and state equal employment opportunity laws; (2) ensure necessary emergency medical care is given to young workers in the event of an occupational injury or illness; (3) provide adequate supervision and instruction; (4) ensure safe and healthful working conditions; (5) provide young workers with a written job description; (6) provide an evaluation or progress report on each young worker as requested.
7. Worksite understands and agrees that the Contractor and the Houston-Galveston Area Council will conduct on-site visits to evaluate general compliance with above requirements.
8. Worksite must ensure that no young workers replace regular employees. This means that any company participating in Summer Jobs Project will not (directly or indirectly) cause the displacement of any company's regular employees.
9. Worksite is a political subdivision of the state of Texas and has sovereign immunity except to the extent that the legislature has waived immunity. Worksite represents that it is liable for certain damages in an amount not greater than that specified in the Texas Tort Claims Act (Tex. Civ. Prac. & Rem. Code Ann. §§ 101.001 et seq., as amended, or certain acts of its officers and employees, and that it is self-insured for the maximum amount of its liability under the Texas Tort Claims Act.

In Witness Whereof, this agreement has been executed by and on behalf of the parties described herein.

Worksite
Signature: Ed Emmett
County Judge Ed Emmett

Contractor
Signature: _____
Employment & Training Centers, Inc.

Printed Name and Title: _____

Printed Name and Title: **Roberto González, Vice President**

Date Signed: JUN 09 2009

Date Signed: _____

Harris County Precinct Four Parks Department
Work Force Solutions - Seasonal Temp Intern
General Maintenance Position

Location: Various Harris County Precinct 4 Parks

DATES: Starts June 1

CONTACT: Dennis Johnston @ 281-353-8100, djohnston@hcp4.net

DEFINITION

Friendly individual possessing good communication skills and willing to be interactive with the public. Must have the ability to work independently under the direct supervision of the park staff. Applicants should be willing to work outdoors, not be afraid to get their hands dirty and tolerant of hot strenuous work. If you are squeamish about creatures of nature or intolerable of Houston's outdoor extreme summer conditions, this job is not for you.

JOB FUNCTIONS AND TASKS

Works with or under the supervision of all staff members
Trail maintenance and construction lifting
Lawn mowing, weed trimming, raking, shoveling, etc.
Polite communication and direction to general public
Watches for hazards, traffic, safety and vandalism problems
Assists staff in program set up and break down
Horticultural support in flowerbeds, pest control & forestry
Performs park janitorial services in buildings
General clean up of rest rooms, litter refuse and picnic areas

SPECIAL REQUIREMENTS

Reliable transportation to and from work
Able to lift up to 80 pounds in weight
Tolerant of outdoors heat, humidity and insect pests
Able to pass a drug-screening test
No prior criminal convictions

KNOWLEDGE, ABILITIES AND SKILLS

THE FOLLOWING ARE DESIRABLE QUALIFICATIONS BUT NOT REQUIRED:

First aid/CPR training a plus
A valid Texas driver's license and safe driving record
General knowledge of poisonous plants, animals and insects
Good communication skills
Basic knowledge of small engines, oil/fuel mixtures etc.
A college or High School student who is studying or planning a career in parks-recreation, grounds maintenance, or environmental education related fields.

Harris County Precinct Four Parks Department
Work Force Solutions - Seasonal Temp Intern
Office Assistant Position

Location: Meyer Park
DATES: Starts June 1
CONTACT: Dennis Johnston at 281-353-8100, djohnston@hcp4.net
Or Kenny Mattern at 281-376-6202, kmattern@hcp4.net

DEFINITION

We are looking for an individual with good office organizational skills and proficient in phone communication. Applicants must have the ability to follow instructions and work independently under the supervision of several different supervisors in a single office setting. Candidates should be good team players, have a polite phone demeanor and willing to interact with the public and other department heads.

JOB FUNCTIONS AND TASKS

Works under the supervision of all Superintendents who office at Meyer Park
Assist with coordination of orders and tool rentals
Professional phone etiquette, answering and message distribution
Assist Pest Control Operator in various projects and scheduling
Will complete a site tool inventory and etch identification on county equipment
Organize office paperwork and make copies as needed
Assist departments requesting repairs from trade crews
Process daily fuel log sheets
Assist in organization of various files
General office work as needed to assist staff
Daily general clean up of office, restroom, and kitchen

SPECIAL REQUIREMENTS

Reliable transportation to and from work
Able to lift up to 20 pounds in weight
Polite communication skills
Able to pass a drug-screening test
No prior criminal convictions

KNOWLEDGE, ABILITIES AND SKILLS

THE FOLLOWING ARE DESIRABLE QUALIFICATIONS BUT NOT REQUIRED:

A valid Texas driver's license and safe driving record
Basic knowledge of office equipment and computers
Working knowledge of MS Office Suite: Word, Excel, and PowerPoint

Harris County Precinct Four Parks Department
Work Force Solutions - Seasonal Temp Intern
Trades Crew Assistant Position

DATES: Starts June 1
CONTACT: Dennis Johnston at 281-353-8100, djohnston@hcp4.net
Or Bill Schiel at 281-376-6202, bschiel@hcp4.net

DEFINITION

We are looking for individuals possessing good team player skills and willing to learn different aspects of the trades functions, tools and tasks. Applicants must have the ability to follow instructions and work independently under the direct supervision of a variety of specialized mechanics including plumber, electrician, welder and carpenter. Candidates should be willing to work outdoors, not be afraid to get their hands dirty and tolerant of hot strenuous work.

JOB FUNCTIONS AND TASKS

Works with or under the supervision of all trades crew members
Building, maintenance and construction lifting
Shoveling, trenching, painting, flooring and concrete work
Polite demeanor and willing to follow directions well
Watches for hazards, and safe operation of power tools
Assists in all aspects of general handyman repairs throughout parks
Irrigation system and plumbing repairs
Assist welder with metal work of various types including roofing
Assist carpenter in all aspects of building construction
Daily general clean up of tools and job sites

SPECIAL REQUIREMENTS

Reliable transportation to and from work
Able to lift up to 80 pounds in weight
Tolerant of outdoors heat, humidity and insect pests
Able to pass a drug-screening test
No prior criminal convictions

KNOWLEDGE, ABILITIES AND SKILLS

THE FOLLOWING ARE DESIRABLE QUALIFICATIONS BUT NOT REQUIRED:

First aid/CPR training a plus
A valid Texas driver's license and safe driving record
Basic knowledge of hand tools and power tool usage
A college or High School student who is planning a career as a mechanic in a trade such as welding, plumbing, carpentry, or any other construction related fields.

Harris County Precinct Four Parks Department
Work Force Solutions - Seasonal Temp Intern
Gardner Horticultural Assistant Position

Location: Mercer Arboretum and Botanical Gardens

DATES: Starts June 1

CONTACT: Dennis Johnston at 281-353-8100, djohnston@hcp4.net
Or Linda Gay at 281-443-8731, lgay@hcp4.net

DEFINITION

We are looking for individuals with a desire to work in various aspects of plant propagation and general maintenance and care of garden assets at Mercer Arboretum. Applicants must have the ability to follow instructions and work independently under the supervision of team leaders and supervisors in a garden setting. Candidates should be team players, willing to work outdoors in Houston heat and humidity and have a polite demeanor with the public. This job is for applicants who are not squeamish about creatures of nature and don't mind putting their hands in the dirt.

JOB FUNCTIONS AND TASKS

Works under the supervision of staff and volunteer leaders
Assist with various horticultural related job tasks
Digging, planting, weeding, and soil amending
Pruning and deadheading flowers, shrubs and trees
Maintenance of trails, pathways and bridges
Use of small engine equipment such as tillers and trimmers
Assist in color change outs of assorted plants
General clean up and maintenance of picnic area and litter removal
Daily clean up of tools, equipment and storage areas
Occasional janitorial servicing of buildings and restrooms
Watches for hazards and safety issues and reports them to supervisor

SPECIAL REQUIREMENTS

Reliable transportation to and from work
Able to lift up to 40 pounds in weight
Polite communication to the general public
Able to pass a drug-screening test
No prior criminal convictions

KNOWLEDGE, ABILITIES AND SKILLS

THE FOLLOWING ARE DESIRABLE QUALIFICATIONS BUT NOT REQUIRED:

A valid Texas driver's license and safe driving record
Basic knowledge of small engine operation and fuel blends
Work or home experience with gardening and plants
This would be a good opportunity for a high school or college student who is considering a career in horticulture, lawn and garden sales or maintenance, or planning to enter a field related to botany or landscape architecture.

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Precinct Four **Division/Dept.** Parks Department

Address: 22540 Aldine Westfield Rd., Spring, TX 77373

Contact Name: Dennis Johnston **Phone:** (281) 353-8100

Wage: \$7.25 **Start Date:** 6/15 **End Date:** 09/30 **Orientation Place/Date/Time:** Date of Hire

Worksite Location Profile

Location Name: Burroughs Park

Physical Address: 9738 Hufsmith Rd., Tomball, TX 77373

Worksite Contact: Sammy Bush

Position General Maintenance

Supervisor Name: Sammy Bush **Ph:** (2) 351-1378 **Cell:** (2) 635-1374

of Youth 3 **Age:** **Check those that apply:** **Indoor** **Outdoor** X **PC's** **Web Access**

Days/Hours: Will Vary **Authorized # of Hours Weekly:** 32 Hours/Week

Uniform: **Y** **N** X **If Yes, describe uniform required:**

Supplies: **Y** **N** X **If Yes, describe supplies required**

Job Summary: See job description titled General Maintenance Position

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** **Indoor** **Outdoor:** **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: **Y** **N** **If Yes, describe uniform required:**

Supplies: **Y** **N** **If Yes, describe supplies required**

Job Summary:

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** **Indoor** **Outdoor:** **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: **Y** **N** **If Yes, describe uniform required:**

Supplies: **Y** **N** **If Yes, describe supplies required**

Job Summary:

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Precinct Four **Division/Dept.** Parks Department

Address: 22540 Aldine Westfield Rd., Spring, TX 77373

Contact Name: Dennis Johnston **Phone:** (281) 353-8100

Wage: \$7.25 **Start Date:** 6/15 **End Date:** 09/30 **Orientation Place/Date/Time:** Date of Hire

Worksite Location Profile

Location Name: Jesse Jones Park

Physical Address: 20634 Kenswick Dr., Humble, TX 77338

Worksite Contact: Darlene Conley

Position General Maintenance

Supervisor Name: Darlene Conley **Ph:** (2) 446-8588 **Cell:** (2) 813-9425

of Youth 2 **Age:** **Check those that apply:** **Indoor** **Outdoor** X **PC's** **Web Access**

Days/Hours: Will Vary **Authorized # of Hours Weekly:** 32 Hours/Week

Uniform: **Y** **N** X **If Yes, describe uniform required:**

Supplies: **Y** **N** X **If Yes, describe supplies required**

Job Summary: See job description titled General Maintenance Position

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** **Indoor** **Outdoor:** **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: **Y** **N** **If Yes, describe uniform required:**

Supplies: **Y** **N** **If Yes, describe supplies required**

Job Summary:

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** **Indoor** **Outdoor:** **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: **Y** **N** **If Yes, describe uniform required:**

Supplies: **Y** **N** **If Yes, describe supplies required**

Job Summary:

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Precinct Four Division/Dept. Parks Department

Address: 22540 Aldine Westfield Rd., Spring, TX 77373

Contact Name: Dennis Johnston **Phone:** (281) 353-8100

Wage: \$7.25 **Start Date:** 6/15 **End Date:** 09/30 **Orientation Place/Date/Time:** Date of Hire

Worksite Location Profile

Location Name: John Pundt Park

Physical Address: 4129 Spring Creek Drive, Spring, TX 77373

Worksite Contact: Ed Burns

Position General Maintenance

Supervisor Name: Ed Burns **Ph:** (2) 454-5326 **Cell:** (2) 222-5421

of Youth 3 **Age:** **Check those that apply:** Indoor Outdoor X **PC's** **Web Access**

Days/Hours: Will Vary **Authorized # of Hours Weekly:** 32 Hours/Week

Uniform: Y N X **If Yes, describe uniform required:**

Supplies: Y N X **If Yes, describe supplies required**

Job Summary: See job description titled General Maintenance Position

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** Indoor Outdoor: **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: Y N **If Yes, describe uniform required:**

Supplies: Y N **If Yes, describe supplies required**

Job Summary:

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** Indoor Outdoor: **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: Y N **If Yes, describe uniform required:**

Supplies: Y N **If Yes, describe supplies required**

Job Summary:

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Precinct Four **Division/Dept.** Parks Department

Address: 22540 Aldine Westfield Rd., Spring, TX 77373

Contact Name: Dennis Johnston **Phone:** (281) 353-8100

Wage: \$7.25 **Start Date:** 6/15 **End Date:** 09/30 **Orientation Place/Date/Time:** Date of Hire

Worksite Location Profile

Location Name: Lindsay Lyons Park

Physical Address: 2310 Atascocita Rd., Humble, TX 77396

Worksite Contact: Ed Burns

Position General Maintenance

Supervisor Name: Ed Burns **Ph:** (2) 454-5326 **Cell:** (2) 222-5421

of Youth 3 **Age:** **Check those that apply:** **Indoor** **Outdoor** X **PC's** **Web Access**

Days/Hours: Will Vary **Authorized # of Hours Weekly:** 32 Hours/Week

Uniform: **Y** **N** X **If Yes, describe uniform required:**

Supplies: **Y** **N** X **If Yes, describe supplies required**

Job Summary: See job description titled General Maintenance Position

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** **Indoor** **Outdoor:** **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: **Y** **N** **If Yes, describe uniform required:**

Supplies: **Y** **N** **If Yes, describe supplies required**

Job Summary:

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** **Indoor** **Outdoor:** **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: **Y** **N** **If Yes, describe uniform required:**

Supplies: **Y** **N** **If Yes, describe supplies required**

Job Summary:

Workforce Solutions
2009 Summer Jobs for Youth Program
Managing Contractor: Employment & Training Centers, Inc. 3355 W. Alabama#360, Houston, TX 77098

Worksite Provider Harris County Precinct Four **Division/Dept.** Parks Department

Address: 22540 Aldine Westfield Rd., Spring, TX 77373

Contact Name: Dennis Johnston **Phone:** (281) 353-8100

Wage: \$7.25 **Start Date:** 6/15 **End Date:** 09/30 **Orientation Place/Date/Time:** Date of Hire

Worksite Location Profile

Location Name: Mercer Arboretum & Botanic Gardens

Physical Address: 22306 Aldine Westfield Rd., Humble, TX 77338

Worksite Contact: Linda Gay

Position Gardener/Horticulture

Supervisor Name: Linda Gay **Ph:** (2) 443-8731 **Cell:** (7) 302-4845

of Youth 3 **Age:** **Check those that apply:** **Indoor** **Outdoor** X **PC's** **Web Access**

Days/Hours: Will Vary **Authorized # of Hours Weekly:** 32 Hours/Week

Uniform: Y N X **If Yes, describe uniform required:**

Supplies: Y N X **If Yes, describe supplies required**

Job Summary: See job description titled Gardener/Horticulture

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** **Indoor** **Outdoor:** **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: Y N **If Yes, describe uniform required:**

Supplies: Y N **If Yes, describe supplies required**

Job Summary:

Position :

Supervisor Name: **Ph:** **Cell:**

of Youth **Age:** **Check those that apply:** **Indoor** **Outdoor:** **PC's** **Web Access**

Days/Hours: **Authorized # of Hours Weekly:**

Uniform: Y N **If Yes, describe uniform required:**

Supplies: Y N **If Yes, describe supplies required**

Job Summary: